

## QUESTIONS FOR RECORDKEEPERS

1. Who is responsible for recordkeeping?
2. If multi-establishment firm ask: Is your recordkeeping  
Centralized? \_\_\_\_\_ Computerized? \_\_\_\_\_
3. Do you have a completed Log and Summary of occupational Injuries and  
Illnesses, OSHA No. 200, for the last 3 calendar years? Backup for  
each case entered on the log?
4. Which form do you use as the supplementary record: the OSHA form  
No. 101, a State workers' compensation form, an insurer's form, or  
other?
5. What is the process by which injury and illness information gets to the  
recordkeeper?
6. After an injury or illness occurs, how long does it take to enter it on the  
log?
7. In keeping OSHA records, which of the following do you use:
  - a. Instructions on the OSHA forms \_\_\_\_\_
  - b. BLS guidelines \_\_\_\_\_
  - c. Trade association guidelines \_\_\_\_\_
  - d. Insurer's guidelines \_\_\_\_\_
  - e. OSHA CD ROM \_\_\_\_\_
  - f. Other \_\_\_\_\_
7. Who decides whether or not a case is recordable? Are decisions made  
differently in borderline cases?

8. How do you determine whether or not a case is work related?
9. Do you record any cases on the OSHA forms that are not compensable under workers' compensation?
10. How do you distinguish between an injury and an illness? Between medical treatment and first aid?
11. When does a case involve lost workdays? What constitutes restricted work activity?
12. If you need assistance, how is it obtained?
13. What is your process for monitoring applicable contractor logs?